

How to Become a UDOH HIV Testing Site

Step 1

Determine which type of HIV testing you would like to conduct

There are currently two types of HIV testing technologies available: conventional and rapid. Conventional testing uses either a blood or oral fluid sample that is sent to the State Health Laboratory for testing. Results are returned in one to two weeks. Rapid testing refers to testing technology that provides same day results, some in as little as fifteen minutes. Rapid testing is conducted at the site where the client presents for testing. Positive rapid tests must be confirmed with a conventional test.

If rapid: Apply for Clinical Laboratory Improvement Act (CLIA) waiver—application available at: <http://www.cms.hhs.gov/cmsforms/downloads/cms116.pdf>

1. Determine which type of rapid test device you will be using
Approved devices: OraQuick® ADVANCE™
Clearview® HIV 1/2 STAT PACK®
2. Obtain training on specimen collection and running lab
Training is available through the Utah Department of Health,
HIV Prevention Program (Rebecca Fronberg/Rob Sonoda (801) 538-6096)
3. Follow Rapid HIV Testing—Procedure Guide available at:
<http://www.health.utah.gov/cdc/hivprevention/Provider%20resources/RT%20Procedures%20Guide%20v1.3.pdf>

If conventional: Determine what type of samples you will be collecting

- ▶ If oral: Obtain training on use of OraSure® HIV-1 Oral Fluid Specimen Device
Training is available through the Utah Department of Health,
HIV Prevention Program (Terry Hansen (801) 538-6124)
- ▶ If blood: Ensure that staff member is a certified phlebotomist

Step 2

Ensure agency staff obtains training on HIV Prevention Counseling

HIV Prevention Counseling is an intervention designed to support individuals in making behavior changes that will reduce their risk of acquiring or transmitting HIV. Counseling occurs prior to HIV testing and at the time a client receives their results.

Training is available through the:

- ▶ Utah Department of Health, HIV Prevention Program (Rebecca Fronberg (801) 538-6299)
OR

- ▶ Utah AIDS Foundation (Meghan Balough (801) 487-2323)

Registration forms are available at the following website:

http://www.health.utah.gov/cdc/hiv_testing.htm#workshops

Counselors must successfully complete “Fundamentals of HIV Prevention Counseling”

- ▶ Each calendar year, counselors must conduct at least twelve counseling sessions, or attend an update class to maintain certification

Step 3

If conducting rapid testing, ensure agency staff obtains training on HIV Prevention Counseling: Issues of Clients Who Test Positive and Partner Counseling and Referral Services (PCRS)

HIV Prevention Counseling: Issues of Clients Who Test Positive is designed to train counselors to give positive HIV results. PCRS is designed to train counselors to work with clients to obtain information on their sex and needle sharing partners, notify partners about their exposure and counsel and refer partners for other services.

Counselors must conduct six pre-test counseling sessions prior to attending “HIV Prevention Counseling: Issues for Clients Who Test Positive and Partner Counseling and Referral Services”

- ▶ Counselors certified to give positive results must complete an annual UDOH update

Step 4

Obtain unique site number from UDOH

A unique site number identifies your agency (and multiple sites within your agency) within the Counseling and Testing System (CTS) database. The site number enables usage reports to be run on individual testing sites throughout the state. The Program Evaluation and Monitoring System (PEMS) will eventually take the place of the CTS. PEMS is a much more extensive data collection system of which counseling and testing is only a part.

Complete required forms to set up account in Program Evaluation and Management System (PEMS)

- ▶ Contract Agency Information
- ▶ Site Information
- ▶ Worker Information

Contact: Rob Sonoda (801) 538-6987

After completion of required forms, UDOH staff (Rob Sonoda/Terry Hansen) will assign agency a unique site number

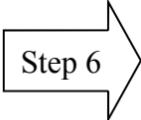
Step 5

Set up account with State Health Laboratory to receive conventional and confirmatory test results

An account at the State Health Laboratory is a unique code that is linked to your agency. This code will be used on all lab sheets to ensure that conventional and confirmatory HIV test results are returned to your agency. Blood and oral fluid samples must be mailed to the lab in the appropriate packaging or your agency could be fined by the United States Postal Service.

- ▶ Ensure system is in place for mailing/delivering samples to State Health Lab
- ▶ Obtain supplies for mailing samples
- ▶ Obtain unique lab sheets with individual account code

Contact: Chris Peper
(801) 584-8400

Step 6**Obtain necessary paperwork for client files from UDOH**

Client files are confidential records that are subject to chart audit by the UDOH on a regular basis. Although other documents or forms may be added by the agency, a minimum of the following documents are required by the HIV Prevention Program

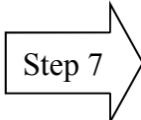
► Data Collection Form (purple bubble sheet): Contact: Terry Hansen (801) 538-6124

► Intake/Consent Form

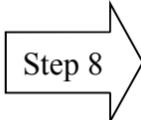
► Progress Notes

► Interview and Field Records

} Contact: Rebecca Fronberg (801) 538-6299

Step 7**Establish a permanent location for secure client file storage**

Client files should be stored in a locked file cabinet with access limited to authorized agency staff. In order to protect confidentiality, the file cabinet should be placed in an area that is not accessible to the public. Client files are the property of the UDOH and are subject to regular chart audit.

Step 8**Create and maintain individual client files, based on UDOH Standards**

The UDOH Standards can be found at: <http://health.utah.gov/cdc/hivprevention/Provider%20resources/HIV%20Prevention%20Standards%201005.pdf>

Forms such as intake, informed consent, progress notes and lab sheets can also be found online and photocopied. Forms with carbon copies, such as the Data Collection Form, Interview and Field Records must be obtained from UDOH staff (see Step 6 above). Labels can be obtained from the Data Collection Form, or your agency can choose to make their own consistent numbering and labeling system. All documents in the client file should be labeled appropriately.

Client file will include:

- Intake Form
- Informed Consent
- Copy of Data Collection Form (purple bubble sheet)
- Progress Notes
- Lab Sheet or Test Result Form
- Consistent Labeling System

For positive results only:

- Copy of Interview Record
- Copy of Field Record(s)—if applicable

Step 9

Establish method of mailing/delivering data collection forms, Interview and Field Records to UDOH within required time period

The UDOH requires various reporting forms to be submitted on a regular basis. Forms can be sent via courier or mailed directly to the UDOH. Whatever method is chosen, please ensure that the forms will arrive before the due date.

► Data Collection Forms: must be submitted within 30 days of posttest counseling session

► If agency opts to enter own data into PEMS system:

- Data must be entered within 30 days of posttest counseling session

► Rapid Testing Logs: must be submitted upon request

► Interview and Field Records: must be submitted within three months of assignment

► If agency refers client for PCRS services:

- Notify local health department of newly diagnosed HIV positive client
- Submit copy of interview and/or field records to local health department for follow-up

Additional Contact Information

Rebecca Fronberg, HIV Counseling & Testing Coordinator
rfronberg@utah.gov
(801) 538-6299

Robert Sonoda, Rapid Testing Coordinator
rsonoda@utah.gov
(801) 538-6987

Terry Hansen, Counseling & Testing Secretary
terryhansen@utah.gov
(801) 538-6124

Chris Peper, Technical Support Supervisor
Utah State Health Laboratory
cpeper@utah.gov
(801) 584-8400

Meghan Balough, Health Promotion Specialist
Utah AIDS Foundation
Meghan.balough@utahaids.org
(801) 487-2323